



Administrative Policies and Procedures: 16.21

Subject:	DCS Employees as Resource Parents
Authority:	TCA 37-5-106
Standards:	DCS 2-103 A, 2-104 A, 2-305, 6-502 A, 6-503 A, 6-505 B
DCS Employees	DCS Employees

Policy Statement:

Department of Children's Services (DCS) employees may apply to become resource parents, however if approved, they will be only allowed placements that do not create a conflict of interest (i.e. DCS employees have no professional responsibility for a child/youth's case. See [Policy 4.10, Conflicts of Interest](#)). DCS Employees cannot serve as resource parents for a DCS private provider. Employee applicants must complete all the requirements outlined in [DCS Policy 16.4, Resource Home Approval](#) and must maintain a separation of their role as a resource parent and a DCS employee.

Purpose:

DCS has an obligation to build a pool of approved resource homes. The department recognizes it may have viable placement resources within the ranks of its staff and does not wish to reduce its pool of potential candidates by excluding staff members who wish to extend their service to children/youth and at the same time must provide safeguards to prevent conflicts of interest. The department believes that individuals working in the child welfare system tend to have a particular interest in serving children and families and encourages employees to apply.

Procedures:

A. Application	If a DCS employee wishes to apply to become a resource parent; he or she should make application in their own county of residence. The Placement Services Division (PSD) Division will immediately refer the home study of the employee to the agency or agencies contracted with the State of Tennessee for the provision of this service (i.e. AGAPE).
B. Training and approval requirements of employee resource parent applicants	<ol style="list-style-type: none">1. Any DCS employee that applies to become a resource parent must meet all the requirements and attend all training as outlined in DCS Policy 16.4, Resource Home Approval.2. The agency or agencies contracted with the State of Tennessee for the provision of this service (i.e. AGAPE) will also be able to document in the home study the ability of the employee to maintain a separation of the role as a resource parent and an employee and manage the responsibility of both roles. This can be accomplished

	<p>through the interview process with supervisor of employee.</p> <ol style="list-style-type: none"> The training requirements can be met through the consortium or the agency or agencies contracted with the State of Tennessee for the provision of this service. The home study will be completed by the agency or agencies contracted with the State of Tennessee for the provision of this service. Recommendations for approval/denial will be submitted to DCS for final approval for DCS homes. The DCS Placement Services Division will ensure that home studies meet all requirements in Policy 16.4., Resource Home Approvals.
C. Permitted Placement types	<ol style="list-style-type: none"> Employees who are approved as resource parents will be allowed placements that do not create a conflict of interest. After home study approval, the DCS employee resource home will be allowed the following placement types without additional authorization: <ol style="list-style-type: none"> A child related to the family, A child who has been previously placed in the home. Any other placement types will require the approval of an external reviewer and should be for the purposes of ensuring a permanent child placement, whether through adoption, Guardianship, Legal Risk placement, Subsidized Permanent Guardianship or a long term permanent relationship. The process involved in requesting approval for other placement types is: <ol style="list-style-type: none"> The Child and Family Team Meeting (CFTM) determines "Best Placement" for the child. Form CS-0763, Permission to Place DCS Child in DCS Employee Resource Home, is completed by the Permanency Specialist/FSW and submitted to the Regional Administrator. The Regional Administrator sends the request to the Deputy Commissioner who, in turn, forwards the request to an external reviewer. The external reviewer will respond to the request within two weeks using form CS-0763, Permission to Place DCS Child in DCS Employee Resource Home.
D. Resource Home Documentation and Maintenance	<ol style="list-style-type: none"> Once approved, the home will be managed by a worker in a county other than his or her own work or home county. All approved resource parents (employees) will follow the same policies and procedures regardless of employment status. Employee applicants must sign form CS-0748, Employee Conflict of Interest Statement. Form CS-0748 will be maintained in the employee's resource home case record.

Forms:	<u>CS- 0688- Resource Family Application For Parenting</u> <u>CS- 0763 - Permission to Place DCS Child in DCS Employee Resource Home</u> <u>CS- 0748- Employee Conflict of interest Statement</u>
Collateral Documents:	None